

# Job Description

## DT Technician

<b>School:</b>	Claydon High School
<b>Reports to:</b>	Head of Faculty - Technology
<b>Salary/Grade:</b>	Grade 2 Point 3 - 4
<b>Hours/Weeks</b>	18 hrs per week / 38 wks per annum (term time)
<b>Job Purpose:</b>	The role of the Technician is to ensure, under the direction and guidance of the Head of Faculty, that teachers of Design Technology have the equipment and resources they need to provide excellent opportunities for students to learn. The postholder will report to the Head of Faculty.
<b>KEY ACCOUNTABILITIES AND RESPONSIBILITIES:</b> <ul style="list-style-type: none"><li>• Ensuring that due regard is paid to health and safety considerations including carrying out risk assessments for designated tasks/ activities.</li><li>• To carry out first line servicing of machines and equipment in Technology rooms to ensure safety and reliability. This will include cleaning, oiling, sharpening, removing dust and minor repairs.</li><li>• To keep workshops, stock rooms and prep rooms clean, tidy and in good order.</li><li>• Using knowledge and experience to offer creative solutions to issues raised by staff and students in eg the production of student work, organisation and storage of work.</li><li>• When appropriate to assist and support staff and students in lessons.</li><li>• Liaise with the Head of Faculty and site team to report health and safety hazards, regular safety inspections of machinery and major repairs.</li><li>• Ordering, managing, maintaining, checking, purchasing and collection of stock and equipment in Technology.</li><li>• Carrying out other technical tasks directly for teachers and students in preparation for and during lessons such as use of CAD and CAM to manufacture parts and components, demonstration materials etc.</li><li>• Designing, producing and distributing of printed materials and learning resources as required.</li><li>• Administrative tasks for the whole faculty team including data input into computer systems.</li></ul>	
<b>Professional Behaviour</b> <ul style="list-style-type: none"><li>• To be professional, friendly and respectful towards all colleagues, and to address any concerns through proper channels.</li><li>• To be professional, friendly, fair and firm with students, demonstrating the sort of politeness and respectfulness that we wish them to emulate.</li></ul>	

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- To be friendly, helpful and welcoming to parents/carers and others visiting or making contact with the Trust.
- To provide a good role model for students and staff.
- To support and uphold the aims, values and ethos of the Trust.
- To maintain an appropriate and professional distance with students in more informal situations.
- To celebrate and praise the achievements of staff and students.
- To deal with everyone in the Trust community in a manner which conveys mutual respect.
- Not to behave towards anyone in the Trust community in a manner which is aggressive, intimidating or demeaning in any way.
- Be smartly and professionally dressed.

## Miscellaneous

- To continue personal development as agreed at performance review meetings.
- To engage actively in the performance review process.
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To comply with the Trust's Health & Safety policy and undertake risk assessments as appropriate.
- To comply with safeguarding policies at all times.
- To show a record of excellent attendance and punctuality.
- The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. Appropriate training will be given to enable the post holder to undertake this new/varied work.

***Penrose Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.***

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.